## **Phoenix Personal OneDrive Instructions**

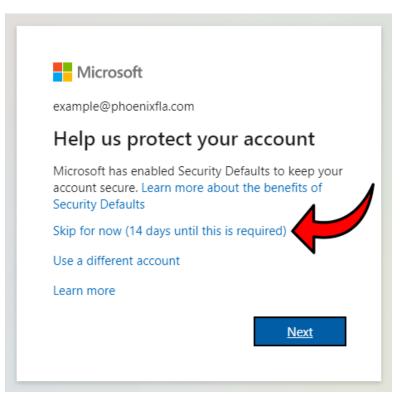
Step 1: Locate your email address and password provided by Phoenix IT.

Step 2: Open a web browser and navigate to <a href="https://portal.office.com/">https://portal.office.com/</a>

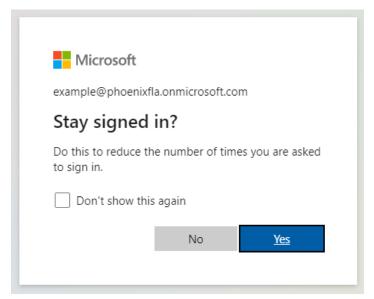
Step 3: Sign in with your provided email address and password.

Microsoft	Microsoft
Sign in	← example@phoenixfla.com
Example@phoenixfla.com	Enter password
No account? Create one!	
Can't access your account?	
Next	Forgot my password
	Sign in

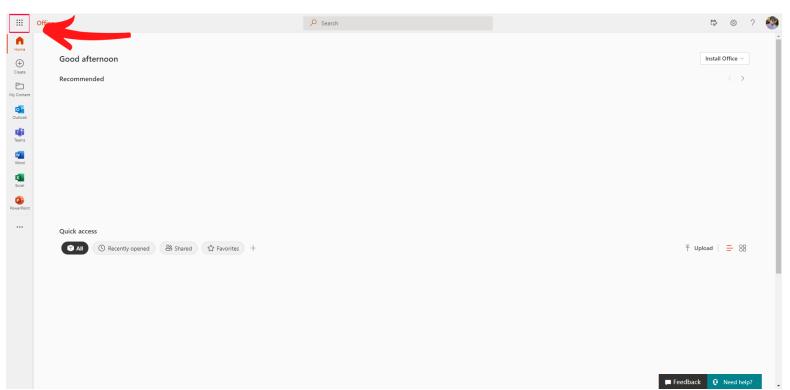
**Step 4:** Select Skip for now. (Please Note: You will need to see IT within 14days to add our Security Verification App to your phone.)



**Step 5:** Stay signed in? Select "Yes" if you are on your work or home computer. Select "No" if you are using a public or shared computer.



**Step 6:** You are now signed into your Microsoft 365 Homepage. From here you can access Outlook (Emails), Word, Excel, OneDrive, and Teams. Click on the 9 dots grid on the tops left.



$\cdots$ Office $\rightarrow$		₽ Search	P 🐵 ? 🌚
Microsoft 365			Install Office v
Outlook CneDrive :			
Word 🗴 Excel			
PowerPoint N OneNote			
🔊 SharePoint 📑 Teams			
Yammer 🔰 Power Autom			
A Admin			
All apps $\rightarrow$	2		
Documents			
New ×			
Dear West Office Personnel James Campbe > > Documents	pened 왕 Shared ☆ Favorites +		⊤ Upload   🚍 🔡
Document1 James Campbe > > Documents	1		
Document James Campbe > > Documents			
More docs $\rightarrow$	3		
https://phoenixfla-my.sharepoint.com/personal/james_pho			Feedback 😧 Need help?

**Step 7:** Click on "OneDrive" it will open up in a new tab.

**Step 8:** From the OneDrive Home screen, on the left you click on "My Files". Then if you have any files saved you will see them appear on the right.

::: OneDrive	12		rch			000 j	4	© ?	-
James Campbell - Phoenix IT	+ New 🗸 👎 Upload 👻 🕞	Sync 🦻 Automate 🗸					↓₹ Sort ~	= -	0
🗈 My files									*
S Recent	My files								
g <sup>R</sup> Shared	🗋 Name ~	Modified ~	Modified By ~ File						
न्ति Recycle bin	🗋 Name 🗸	Modified ~	Modified By * File	e size ~ Sharing					
Quick access									
Phoenix Management									
West Office - Tamarac									
North Office - Lake Worth									
South Office - Fort Laude									
More places									
Create shared library									
Get the OneDrive apps									
Return to classic OneDrive									5

## **Step 9:** Creating a new folder: To create a new folder, click on "New", and then "Folder".

iii OneDrive			,∕⊂ Se	arch		
Data1 Phoenix Management	+ New マ ↑ Upload ~	🔄 🖄 Share 🛛 💿 Copy link	c 🤀 Sync 🛓 D	lownload 🛛 🗟 Add shorte	cut to My files	
My files	Folder					
		d Drive				
	Excel workbook		Modified ~	Modified By ~	File size ~	Sharing
	PowerPoint presentation OneNote notebook	3.26 San De Vance - Board	February 8	Data1 Phoenix Manageme	1 item	g <sup>q</sup> Shared
	Forms for Excel		February 8	Data1 Phoenix Manageme	33 items	g <sup>q</sup> Shared
Q.	Visio drawing		February 8	Data1 Phoenix Manageme	9 items	g <sup>a</sup> Shared
€			February 8	Data1 Phoenix Manageme	4 items	x <sup>q</sup> Shared
	R Applewood		February 8	Data1 Phoenix Manageme	70 items	x <sup>R</sup> Shared
	R Arborvillas		February 8	Data1 Phoenix Manageme	7 items	x <sup>A</sup> Shared
	R ARISSA PLACE		February 10	Debbie Casablanca - Phoe	3 items	g <sup>8</sup> Shared
	Ashmont Condo		February 8	Data1 Phoenix Manageme	10 items	$g^{R}$ Shared
	Atlantic East		February 8	Data1 Phoenix Manageme	14 items	$g^{R}$ Shared
	R AZUL		February 8	Data1 Phoenix Manageme	2 items	$g^{R}$ Shared
	BARRINGTON		February 10	Debbie Casablanca - Phoe	0 items	$g^{R}$ Shared
	BAYVIEW LANDIN	NG	February 8	Data1 Phoenix Manageme	8 items	g <sup>R</sup> Shared
	BB&T		February 8	Data1 Phoenix Manageme	5 items	g <sup>R</sup> Shared
	Belfort Condo		February 8	Data1 Phoenix Manageme	5 items	g <sup>R</sup> Shared
Get the OneDrive apps	Boca Barwood VI		February 8	Data1 Phoenix Manageme	1 item	g <sup>q</sup> Shared
Return to classic OneDrive	📃 Boca Bella		February 8	Data1 Phoenix Manageme	2 items	$g^{R}$ Shared

## **Step 10:** To Upload a document to a folder: Click on "Upload"

::: OneDrive		م	Search		
Data1 Phoenix Management	+ New 🗸 🗍 Upload 🗸 🕼 Charles Copy I	ink 记 Sync 🛓	Download 🛛 🗟 Add shortcut	t to My files	
🗅 My files					
Our files	My files > Phoenix Shared Drive > Ashmont C	Condo > Ashmor	nt A > Budgets 🕫		
	🗅 Name 🗸	Modified ~	Modified By ${}^{\checkmark}$ F	File size ~	Sharing
	2020 AMA Budget.pdf	February 8	Data1 Phoenix Manageme 1	176 KB	g <sup>p,</sup> Shared
	Ashmont A - APPROVED 2020 budget.xls	February 8	Data1 Phoenix Manageme 3	37.5 KB	g <sup>q</sup> Shared
	Ashmont A - APPROVED 2021 budget.xls	February 8	Data1 Phoenix Manageme 3	36 KB	g <sup>q</sup> Shared

Get the OneDrive apps Return to classic OneDrive **Step 11:** To Download a Document: Click on the white circle to the left of the document. A Blue Check Mark will appear, you can select multiple documents at a time. Then Click "Download".

::: OneDrive	A Search	o ? 🍪
Data1 Phoenix Management	🛨 New 🗸 💁 Open 🗸 🖄 Shara 🐨 👽 🖳 Download 📋 Delete 🖏 Rename 🖹 Move to 🗈 Copy to \cdots	$\downarrow =$ Sort $\checkmark$ X 1 selected $=$ $\checkmark$ ①
My files	<u> </u>	
Our files	My files > Phoenix Shared Drive > Ashmont Condo > Ashmont A > <b>Budgets</b> R	
4	Name ·     Modified ·     Modified By ·     File size ·     Sharing	
	🔒 2020 AMA Budget.pdf February 8 Data 1 Phoenix Manageme 176 KB gR. Shared	
	😰 😥 Ashmont A - APPROVED 2020 🖻 ː February 8 Data I Phoenix Manageme 37.5 K8 🖉 Shared	
	😰 Ashmont A - APPROVED 2021 budget.xls February 8 Data1 Phoenix Manageme 36 KB 🖉	
Get the OneDrive apps		
Return to classic OneDrive		
Ste	<b>p 12:</b> To view a document without downloading: Select the docum	ient by

clicking the white circle to the left of the document. Then Click "Open", then "Open in Browser"

Data Phoenix Management   Image   Moving   Download   Delete   Image   Moving   Download   Delete   Image   Moving   Distance   Distance     0 ur files   My files > Pt   Open in app   Ashmont Condo > Ashmont A > Budgets s <sup>A</sup> Sharing   Image   Modified V   Modified V   File size V   Sharing     0 ur file   Name V   Modified V   Modified Sy V   File size V   Sharing     0 ur file   Ashmont A - APPROVED 2020 UP :   February 8   Data Phoenix Management 705 K8   s <sup>A</sup> Shared     0 iiii   Ashmont A - APPROVED 2020 UP :   February 8   Data Phoenix Management 205 K8   s <sup>A</sup> Shared	My files > Pt   Open in knowser     My files > Pt   Open in kapp   Ashmont Condo > Ashmont A > Budgets x <sup>2</sup> Name ×   Modified Pv   File size ×   Sharing     2020 AMA Budgetpdf   February 8   Datal Promis Management 176 K8   x <sup>4</sup> Shared     Image: Mathematic A APPROVED 2020 LC <sup>2</sup> february 8   Datal Promis Management 275 K8   x <sup>6</sup> Shared	::: OneDrive	₽ Search	۲
Our files     My files > Pt @ Open in app     Ashmont Condo > Ashmont A > Budgets, 4 <sup>2</sup> Name ·     Modified V     Modified By ·     File size ·     Sharing       2020 AMA Budgetpdf     February 8     Data Phoenic Management 170 K8     Af Shared       Athmont A - APPROVED 2020 L/2 :     February 8     Data Phoenic Management 273 K8     Af Shared	Name v   Modified V   File size v   Sharing     2020 AMA Budget,pdf   February 8   Data 1 Preamin Managemer 176 K8   African     Image: Image	Data1 Phoenix Management	🕂 New 🗸 🕼 Open 🗸 🥵 Share 🐵 Copy link 🚽 Download 😤 Delete 🛋 Rename 🗈 Move to 🕼 Copy to \cdots	↓■ Sort ~ 🛛 🗙 1 selected
Name  Modified V Modified By  File size  Sharing 2020 AMA Budget.pdf february 8 Data Phoenix Manageme 176 K8 Ashmont A - APPROVED 2020  E Ashmont A - APPROVED 2020  E February 8 Deta I Phoenix Manageme 173 K8 Ashmont A - APPROVED 2020  E	Name  Modified  Modified By  File size  Sharing Oldar Phoenic Manageme 176 KB  Ashmont A - APPROVED 2020  February B Deta 1 Phoenic Manageme 175 KB  Shared			
1     2020 AMA Budget.pdf     February 8     Data I Phoenix Managemer     176 K8     all Shared       Image:	2020 AMA Budget.pdf February 8 Data 1 Phoenix Manageme 176 K8 s <sup>4</sup> Shared  Ashmont A - APPROVED 2020 (2): February 8 Data 1 Phoenix Manageme 375 K8 s <sup>4</sup> Shared	Our files	My files > Ph Q Open in app Ashmont Condo > Ashmont A > Budgets 🕫	
💿 🙆 Ashmont A - APPROVED 2020 😰 : February 8 Data I Phoenix Manageme 37.5 K3 🕫 Shared	Ashmont A - APPROVED 2020 12: February 8 Data 1 Phoenic Manageme 275 K8 (A Shared		□ Name ∨ Modified ∨ Modified By ∨ File size ∨ Sharing	
		1,	2020 AMA Budget.pdf February 8 Data 1 Phoenix Manageme 176 K8 ,4 Shared	
Ashmont A - APPROVED 2021 budget.xls February 8 Data Proznis Manageme 36 K8 Aff Shared	Altmont A - APPROVED 2021 budget.ds February 8 Data Prozenic Manageme 25 K8 "A Shared		💿 💿 Ashmont A - APPROVED 2020 🖄 🕴 February 8 Data 1 Phoenix Manageme 37.5 K8 🥼 Shared	
			Ashmont A - APPROVED 2021 budget.xls February 8 Data1 Phoenix Manageme 36 K8 ,A Shared	
Set the OreDrive apps		et the OneDrive apps		